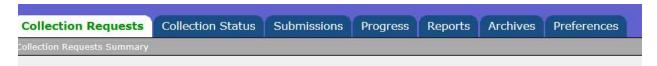
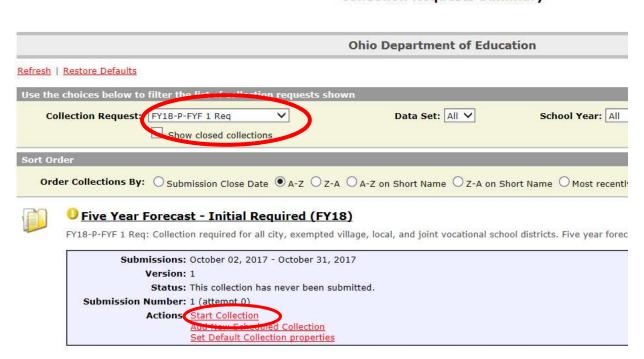
## Financial Forecast certify and submit

Both the forecast and assumptions are submitted through the Data Collector. **DO NOT SEND YOUR ASSUMPTIONS THROUGH EMAIL to ODE OR ATTACH THEM TO AN EMAIL TO HELPFISCAL.** 

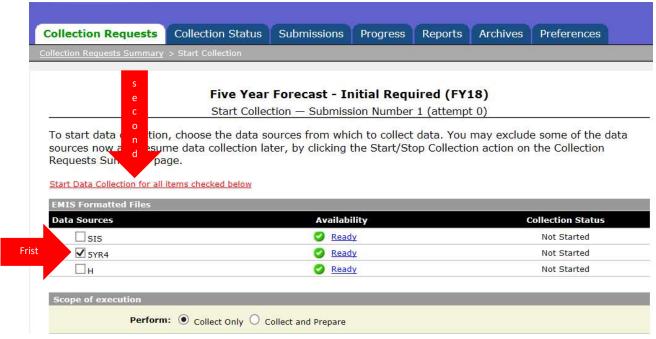
- 1. You can still send your forecast spreadsheet to <a href="helpfiscal@mveca.org">helpfiscal@mveca.org</a>. We will convert your spreadsheet to the format required and upload it to the Data Collector (DC). We will send you an email that it's ready to be collected.
- 2. You (or someone at your district with submission rights) will login to the DC and select the "FYxx-P-FYF" collection. This will bring the manifest to the top of the list.
- 3. Then click Start Collection



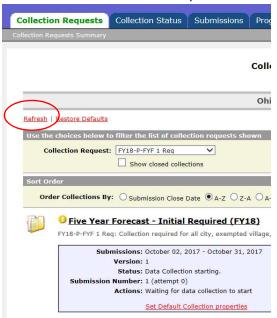
## **Collection Requests Summary**



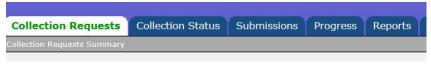
4. Check the 5YR4 Data Source and then click "Start Data Collection for all items checked below".



5. Click refresh to see additional options



6. Click Prepare and then OK when prepare completes.

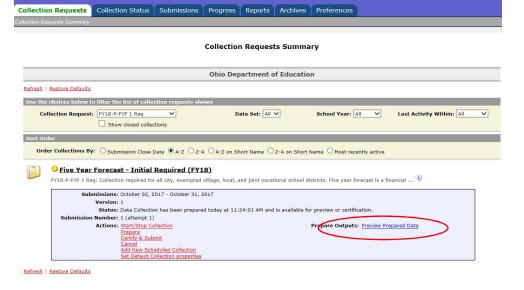


**Collection Requests** 

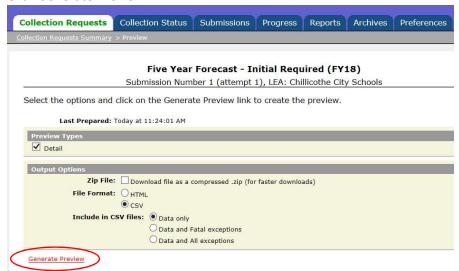
			Ohio Department of
Refresh	Restore Defaults		
Use the	choices below t	o filter the list of collection reques	sts shown
Co	llection Request:	FY18-P-FYF 1 Req	Data Set: All ∨
		☐ Show closed collections	
Sort Or	der		
Ord	er Collections By	: O Submission Close Date • A-Z	O 7-A O A-7 on Short Name O 7
		O Submission close bate O A 2	OZA OAZONSHOCHANIE OZ
	O Five Year	Forecast - Initial Required	(FY18)
	LITO L LIL T VE	q: Collection required for all city, exer	mpted village, local, and joint vocation
		q: Collection required for all city, exer missions: October 02, 2017 - Octobe Version: 1	
		missions: October 02, 2017 - Octobe Version: 1	
	Sub	missions: October 02, 2017 - Octobe Version: 1	er 31, 2017
	Sub	missions: October 02, 2017 - Octobe Version: 1 Status: Data Collection completed	er 31, 2017
	Sub	missions: October 02, 2017 - Octobe Version: 1 Status: Data Collection completed Number: 1 (attempt 0)	er 31, 2017
	Sub	missions: October 02, 2017 - October Version: 1 Status: Data Collection completed Number: 1 (attempt 0) Actions: Start/Stop Collection	er 31, 2017 successfully today at 11:19:16 AM.

Refresh | Restore Defaults

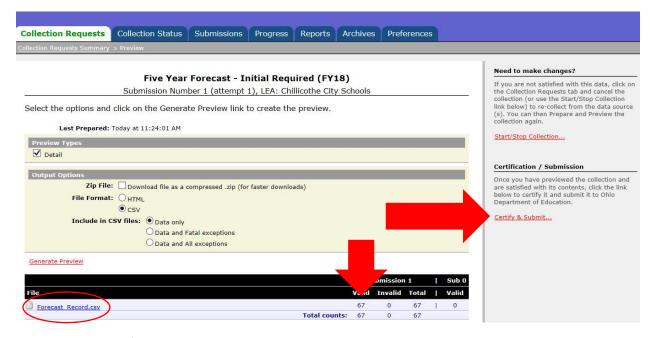
7. Click Preview Prepared Data



8. Click Generate Preview –

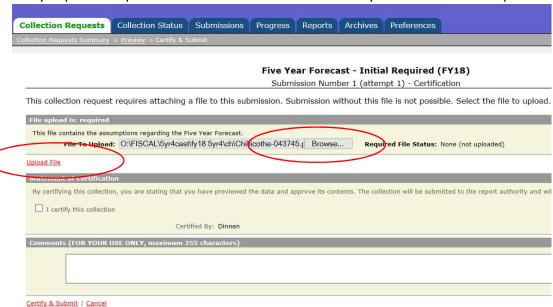


9. It will display a record count. Click on the csv file to open it. Confirm that we loaded the correct forecast.

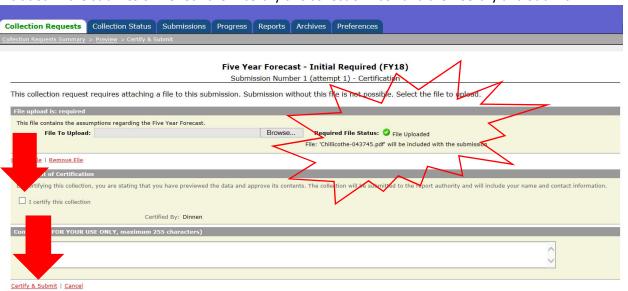


10. There is a Certify & Submit option on this page or you can click the Collection Request tab and certify and submit from the first page.

11. Add you pdf assumptions at this time. Browse to where they are saved and click Upload File.



12. The Required File Status will change to show that the file was uploaded successfully and will be included in the submission. Check the "I certify this collection" box and then Certify and Submit.



Process complete!!